

AGENDA
Berthoud Community Library District
Regular Board Meeting
Wednesday, May 8, 2024
7:00 P.M.
236 Welch Ave, Berthoud

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Participation
- IV. Board Training: Addiction Response Team
- V. Signage
- VI. Consent Agenda
 - Approval of Board Meeting Minutes of April 10, 2024
 - Reports
 - CEO's report
 - Youth Services report
 - Statistics
 - Financial report
 - Acceptance of Expenditures
- VII. Policy Review
 - Review: Code of Conduct
 - Assign: Social Media; Website Accessibility
- VIII. Old Business
 - Board Member Profile—Aly
 - Berthoud Literary Festival
- IX. New Business
 - Computer Reservation Software
 - Hardware Upgrades
 - Other business
- X. Adjournment

Next Meeting: June 12, 2024

Berthoud Community Library District
Regular Board Meeting Minutes
Date: Wednesday April 10, 2024
7:00 pm
236 Welch Ave, Berthoud, CO and on ZOOM

Call to Order: Julie_Oelman called the meeting to order at 7:02 pm.

Attendees: Julie Oelman, Amanda Thorstensen, Alyson Dratch, Karen Anderson, Bob Latchaw, Melissa Robinson, CEO Amie Pilla (Kathy Mitchell excused)

Public Participation - None

Consent Agenda:

Motion 0424-01 – Made, seconded and unanimously carried to accept and approve: Board Minutes of March 13, CEO Report, Youth Services Report, Financials, Statistics and Expenditures.

Policy Review: Computer and Internet Safety and Use Motion 0424-02 made, seconded and carried to accept the Policy as amended.

Assign: Code of Conduct: Julie Oelman and Bob Latchaw to review

Old Business: CORA and Sunshine law refresher: Reviewed the Policy of not replying to all on e-mails regarding Board Business. Report all absences to Julie Oelman

Board Member Profile: Julie Oelman gave a lovely review of her history, her community connections and her family. Alyson Dratch will give the next Board Member Profile at the May meeting.

Berthoud Library Literary Festival – Amie Pilla gave a report on the status of the Literary Festival scheduled for September.

New Business: Amie Pilla presented the status of the Property Taxes Committee.

Other Business: Amie Pilla handed out a copy of our Mission Statement and our Strategic Plan focus for 2023-2025.

Fun Fact: Amanda Thorstensen has a promotion going at Joyful Brew in the form of a Bingo Card for purchases. The cost of the card is \$5 which is then donated to the Friends of the Library. So far she has sold seventy of the one hundred cards she had printed.

Adjournment: Julie Oelman adjourned the meeting at: 8:30 pm

Next Meeting: May 8, 2024

Respectfully submitted by Melissa Robinson

Berthoud Community Library District
CEO Report
April 2024

Library Operations and Services

Personnel

Our intern, Kiley, finished his 450 internship hours with us on the last day of the month. During his 11 months with us, he learned to work at the front desk and provided excellent customer service to our community members.

Classes/Services

Ten teens joined us for our Production Assistant Workshop presented by the Boulder County Film Commission in conjunction with the Colorado Office of Film, Television, and Media. The participants were able to work hands-on with real film equipment to understand what it's like to be a production assistant on a film set.

We let Earth Day guide some of our classes for adults during the month, hosting successful programs on tree care and low-water gardening.

We restarted board game nights this month, which gave us an opportunity to break out some of the games in our collection that don't circulate home with people. We scheduled a second board game night for May, and may see this become a monthly event for us.

Circulation/Collection

Nothing to report.

Building and Grounds

The control panel for our front door went out, possibly as a result of the power outage the first weekend of the month. It took a week for a tech to have the chance to come out and repair it for us, but it is working again.

Our fire extinguishers passed their yearly inspection.

Our building experienced some extra spring cleaning during the last week of the month. Rallo Cleaning washed all our windows, interiors and exteriors, and J&B Simply Clean Carpets cleaned all the carpets. Neither of those tasks had been done since prior to the remodel, so both made a significant difference in the library's appearance.

Technology

Part of our Staff Day involved training with our representative from Data Axle Reference Solutions, one of our subscription online research tools. We also reviewed together some of our other online research tools as a reminder to staff that they are available for use and also that most of our community members are not aware of the powerful resources at their disposal.

Policies and Procedures

Part of our Staff Day discussion involved reviewing some of our core policies and procedures, including everything from privacy law to emergency procedures. We spent time reviewing the reasons why we do things the way that we do, and talking through some simple scripts that staff members can use when having difficult conversations with members of the community.

Outreach and Publicity

Nothing to report.

Financial

Nothing to report.

Strategic Plan

Our Staff Day training also included training from a couple of different organizations. Erin, our Digital Navigator, explained to us the partnership with AmeriCorps and what the Digital Navigators of Larimer County are able to do to help our community members, as well as what they aren't able to do. We're grateful for the work Erin has already done to help our community members better navigate the digital world, and are grateful to both AmeriCorps and the Loveland Public Library for developing this program and making it accessible county-wide.

Our Staff Day training also included a presentation from Ray with the Addiction Response Team from the Northern Colorado Health Alliance about how we can assist those struggling with addiction, including how to assist someone who may have overdosed on opioids. While we acknowledge that libraries are not social services hubs, we also know that the more people who are aware and trained to help those who need help, the better the outcome will be for our whole community.

Meetings and Workshops

Amie— Comcast meeting; Friends of the Library meeting; Town DDA Interest Group meeting; Harwood Presentation, Poudre Libraries; Chamber Business After Hours; Website Accessibility presentation; Kiley Final Evaluation meeting

Diane— Penguin Random House Book and Author Talks, virtual conference; QuickBooks training

Thora— ARSL TRAIN, Community Asset Mapping for Rural and/or Small Libraries, webinar; Conservation Garden Talk, Food for Thoughts with Lindsay Nerad, Water Efficiency Specialist, Northern Colorado Water; Friends of the Library meeting

All Staff—Staff Day

Grants and Gifts

Nothing to report.

Respectfully submitted,

Amie Pilla

May 3, 2024

April 2024 Youth Services Report to the Library Board

Events:

- Musical moments: April 8, 22, average participation 13
- Story time Wednesday and Friday: average participation 29, Sam Green is assisting and learning to present story time.
- Tinker tots: (Life cycle of a Butterfly) 10 participants
- Build a Reading Buddy: 10 participants
- Construct and Concoct (Build a Book): 1 participant
- Yoga: 3 participants (2 observers)
- Don't Fear the Reader (horror genre book club for 15 +) 0 Participation. I am offering one more meeting time in May.

Volunteers: Charles, Jackson, Leslie and Shelby, Tisha

Outreach: Returned school library books.

Professional Development:

Take Me Outside Certification - a 30 hour certification for educators bringing students outdoors that I am working on in 2024.

Display: Spring, gardens, Earth Day

Children's area: Moved book display to YA area for the month. Graphic Novels on display.

Berthoud Community Library
Statistics April 2024

Statistics	Apr-23	Apr-24	% change	YTD 2023	YTD 2024	% change
Circulation						
Circulation	3762	4691	25%	16417	18637	14%
Reference Questions	0	0	-100%	0	0	#DIV/0!
Program attendance	299	438	46%	1389	1802	30%
People counter	3093	3240	5%	10810	13204	22%
3M Ebooks	281	0	-100%	1112	906	-19%
Over Drive	405	731	80%	630	2134	239%
Interlibrary Loans						
Number of items borrowed	15	52	247%	36	170	372%
Number of items loaned	0	41	#DIV/0!	0	197	#DIV/0!
ASPENCAT						
Number of items borrowed	711	899	26%	2939	3477	18%
Number of items loaned	324	339	5%	1316	1290	-2%
Registered Patrons						
New cards	49	43	-12%	214	279	30%
Total number of card holders	9929	10785	9%	9929	10785	9%
Residents	8247	88956	979%	8247	88956	979%
Non-Residents	1682	1829	9%	1682	1829	9%
Collection						
Materials added	179	142	-21%	817	699	-14%
Materials withdrawn	6	54	800%	605	924	53%
Total materials owned	25574	25640	0%	25574	25640	0%
Technology						
Computer use	207	303	46%	569	1049	84%
Web usage	4200	4000	-5%	14946	24527	64%
Tech Coaching	178	266	49%	623	1010	62%
Volunteer hours worked	10	18	75%	40	86	115%

Berthoud Community Library District
Budget vs. Actuals: FY_2024 - FY24 P&L
 January 1 - April 11, 2024

	Total			% of Budget
	Actual	Budget	over Budget	
Income				
Copies	405.72	0.00	405.72	
Donations	0.00	0.00	0.00	
Grants	9,202.00	8,900.00	302.00	103.39%
Memorials/Designated	0.00	0.00	0.00	
Undesignated	183.27	4,000.00	-3,816.73	4.58%
Total Donations	\$ 9,385.27	\$ 12,900.00	-\$ 3,514.73	72.75%
Fees	340.40	300.00	40.40	113.47%
Interest Earned	2,162.69	2,500.00	-337.31	86.51%
Property Tax	384,071.57	958,727.00	-574,655.43	40.06%
SOT Tax	17,532.07	40,000.00	-22,467.93	43.83%
Total Income	\$ 413,897.72	\$ 1,014,427.00	-\$ 600,529.28	40.80%
Gross Profit	\$ 413,897.72	\$ 1,014,427.00	-\$ 600,529.28	40.80%
Expenses				
60000 Insurance	0.00	0.00	0.00	
60100 Aflac	-154.50	0.00	-154.50	
60200 Medical/Dental/Vision	9,792.53	41,000.00	-31,207.47	23.88%
60250 Property & Liability	0.00	10,000.00	-10,000.00	0.00%
60350 Worker's Compensation	0.00	1,700.00	-1,700.00	0.00%
Total 60000 Insurance	\$ 9,638.03	\$ 52,700.00	-\$ 43,061.97	18.29%
66000 Payroll Expense	0.00	0.00	0.00	
66100 Payroll Tax Expense	8,916.31	40,000.00	-31,083.69	22.29%
66200 Salaries	110,754.59	390,000.00	-279,245.41	28.40%
Total 66000 Payroll Expense	\$ 119,670.90	\$ 430,000.00	-\$ 310,329.10	27.83%
66900 Reconciliation Discrepancies	244.23	0.00	244.23	
Accounting / Payroll Service	696.70	12,000.00	-11,303.30	5.81%
Advertising	122.13	12,000.00	-11,877.87	1.02%
Attorney	1,774.00	12,500.00	-10,726.00	14.19%
Collection Development	0.00	0.00	0.00	
Audiovisual	0.00	0.00	0.00	
Adult Audiobooks	993.79	5,000.00	-4,006.21	19.88%
Children's Audiobooks	223.58	1,500.00	-1,276.42	14.91%
DVD - Adult	674.70	4,000.00	-3,325.30	16.87%
DVD - Youth	131.19	1,500.00	-1,368.81	8.75%
Total Audiovisual	\$ 2,023.26	\$ 12,000.00	-\$ 9,976.74	16.86%
Digital Materials	2,500.00	0.00	2,500.00	
E Books	0.00	6,000.00	-6,000.00	0.00%
Total Digital Materials	\$ 2,500.00	\$ 6,000.00	-\$ 3,500.00	41.67%

Online Resources	734.44	15,000.00	-14,265.56	4.90%
Print Materials	0.00	0.00	0.00	
Adult	2,303.33	16,000.00	-13,696.67	14.40%
Children's	3,070.72	16,000.00	-12,929.28	19.19%
Periodicals	1,352.00	4,500.00	-3,148.00	30.04%
Total Print Materials	\$ 6,726.05	\$ 36,500.00	-\$ 29,773.95	18.43%
Video Streaming	1,000.00	1,000.00	0.00	100.00%
Total Collection Development	\$ 12,983.75	\$ 70,500.00	-\$ 57,516.25	18.42%
Copier Lease	861.62	3,500.00	-2,638.38	24.62%
Courier	0.00	4,200.00	-4,200.00	0.00%
Donation	0.00	0.00	0.00	
Friends of the Library	268.79	0.00	268.79	
Grants	9,202.00	8,900.00	302.00	103.39%
Memorials/Designated	0.00	0.00	0.00	
Undesignated	34.98	4,000.00	-3,965.02	0.87%
Total Donation	\$ 9,505.77	\$ 12,900.00	-\$ 3,394.23	73.69%
Furnishings	0.00	3,000.00	-3,000.00	0.00%
Hospitality	787.10	1,000.00	-212.90	78.71%
Lost book refund	13.89	300.00	-286.11	4.63%
Maintenance	0.00	0.00	0.00	
Carpet Cleaning	0.00	3,000.00	-3,000.00	0.00%
Custodial Services	2,085.00	10,000.00	-7,915.00	20.85%
Lawn Care/Snow Removal	2,143.90	13,500.00	-11,356.10	15.88%
Repairs	7,115.40	125,000.00	-117,884.60	5.69%
Security/Alarm	0.00	3,500.00	-3,500.00	0.00%
Supplies	724.95	1,800.00	-1,075.05	40.28%
Window Cleaning	0.00	1,200.00	-1,200.00	0.00%
Total Maintenance	\$ 12,069.25	\$ 158,000.00	-\$ 145,930.75	7.64%
Pension	3,441.21	14,000.00	-10,558.79	24.58%
Professional Development	2,217.40	12,000.00	-9,782.60	18.48%
Professional Memberships	1,851.07	8,000.00	-6,148.93	23.14%
Programming	0.00	0.00	0.00	
Adult	0.00	30,000.00	-30,000.00	0.00%
Youth	2,349.00	30,000.00	-27,651.00	7.83%
Total Programming	\$ 2,349.00	\$ 60,000.00	-\$ 57,651.00	3.92%
Reserves	0.00	0.00	0.00	
Supplies	0.00	0.00	0.00	
Library Supplies	1,343.31	6,000.00	-4,656.69	22.39%
Office Supplies	520.48	3,500.00	-2,979.52	14.87%
Programming supplies	1,236.78	10,000.00	-8,763.22	12.37%
Staff Appreciation	306.88	2,000.00	-1,693.12	15.34%
Total Supplies	\$ 3,407.45	\$ 21,500.00	-\$ 18,092.55	15.85%
Tax Collection Fees	0.00	20,000.00	-20,000.00	0.00%
Technology	0.00	0.00	0.00	
Computer Maintenance	4,790.00	28,740.00	-23,950.00	16.67%

Hardware	4,880.00	8,000.00	-3,120.00	61.00%
ILS	3,226.10	3,000.00	226.10	107.54%
Internet Connection	416.77	0.00	416.77	
Office Equipment	84.33	1,500.00	-1,415.67	5.62%
Software	1,080.54	15,000.00	-13,919.46	7.20%
Total Technology	\$ 14,477.74	\$ 56,240.00	-\$ 41,762.26	25.74%
Telephone	2,104.80	0.00	2,104.80	
Utilities	0.00	0.00	0.00	
Data Connection	1,904.94	5,500.00	-3,595.06	34.64%
Power	1,824.15	12,000.00	-10,175.85	15.20%
Trash Removal	120.00	500.00	-380.00	24.00%
Water	373.73	1,500.00	-1,126.27	24.92%
Total Utilities	\$ 4,222.82	\$ 19,500.00	-\$ 15,277.18	21.66%
Total Expenses	\$ 202,438.86	\$ 983,840.00	-\$ 781,401.14	20.58%
Net Operating Income	\$ 211,458.86	\$ 30,587.00	\$ 180,871.86	691.34%
Net Income	\$ 211,458.86	\$ 30,587.00	\$ 180,871.86	691.34%

Thursday, Apr 11, 2024 12:03:55 PM GMT-7 - Accrual Basis

Berthoud Community Library District

Balance Sheet

As of April 5, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Independent Bank Checking	649,873.57
Independent Bank Savings	330,418.62
Building fund cash	0.00
Total Independent Bank Savings	330,418.62
Petty Cash	100.00
Programming supplies	144.33
Total Bank Accounts	\$980,536.52
Other Current Assets	
15150 Payroll Clearing	0.00
Building Fund CD 0405	0.00
Building Fund CD 1014	13,518.60
Payroll Corrections	0.00
Payroll Refunds	0.00
Total Other Current Assets	\$13,518.60
Total Current Assets	\$994,055.12
Fixed Assets	
Building	60,000.00
Remodel	156,261.30
Total Fixed Assets	\$216,261.30
Other Assets	
Deposits	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$1,210,316.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-321.09
Total Accounts Payable	\$ -321.09
Other Current Liabilities	
22000 Payroll Liabilities	0.00
22100 CO Income Tax	236.00
22200 CO Unemployment Tax	12.30
22300 Federal Taxes (941)	1,481.65
22400 Federal Unemployment (940)	39.16

Berthoud Community Library District

Balance Sheet

As of April 5, 2024

	TOTAL
Total 22000 Payroll Liabilities	1,769.11
22001 Payroll Clearing	-466.28
Direct Deposit Liabilities	0.00
Total Other Current Liabilities	\$1,302.83
Total Current Liabilities	\$981.74
Long-Term Liabilities	
TOB Roof Repairs	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$981.74
Equity	
2011 Budget Transfer	0.00
30000 Opening Balance Equity	1,733.86
32000 *Fund Balance Unreserved	1,005,744.01
Building Fund Reserve	13,107.90
Literacy Fund Reserve	12,806.56
Remodeling	0.00
TABOR Reserve	30,000.00
Net Income	145,942.35
Total Equity	\$1,209,334.68
TOTAL LIABILITIES AND EQUITY	\$1,210,316.42

Berthoud Community Library District

Bill Payment List

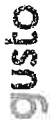
March 2024

DATE	NUM	VENDOR	AMOUNT
10000 Independent Bank Checking			
03/12/2024	6780	Charles Schwab	-1,147.07
03/12/2024	6781	Colorado Association of Libraries	-150.00
03/12/2024	6782	Deborah Belin	-13.89
03/12/2024	6783	Ingram	-2,043.51
03/12/2024	6784	Kids Reference Company	-649.88
03/12/2024	6785	McCrary and Sons LLC	-475.00
03/12/2024	6786	Midwest Tape	-24.74
03/12/2024	6787	Mountain View Commercial Cleaning	-1,138.34
03/12/2024	6788	ODP Business Solutions LLC	-96.84
03/12/2024	6789	RCOM Computer Services	-8,309.20
03/12/2024	6790	Seter & VanderWall, P. C.	-1,750.00
03/12/2024	6791	Town of Berthoud - Water	-123.68
03/12/2024	6792	Trojahn Trades	0.00
03/12/2024	6793	United Waste Systems	-40.00
03/12/2024	6794	Xcel Energy	-792.54
03/28/2024	6796	Center Point Large Print	-49.14
03/28/2024	6797	Christy Headrick	-5.43
03/28/2024	6798	Kids Reference Company	-269.89
03/28/2024	6799	Midwest Tape	-528.56
03/28/2024	6800	Mountain View Commercial Cleaning	-840.34
03/28/2024	6811	RCOM Computer Services	-19.95
03/28/2024	6803	Educate Station	-250.00
03/28/2024	6810	Midwest Tape	-67.98
03/28/2024	DB	Aflac	-309.00
Total for 10000 Independent Bank Checking			\$ -19,094.98

checks written

Date	Name	Amount	
3/13/2024	SQ *GARDEN SPOT SWEETS gosq.com CO	-113.39	Food for Thoughts
3/15/2024	FRGN TRANS FEE-TMO23 40	-5.01	-Christy class
3/15/2024	CBI ONLINE DENVER CO	-6	-Volunteer background
3/15/2024	TMO23 4029357733 CAN - 225.0000 CANADIAN DOLLAR	-167.21	Christy class
3/15/2024	AMZN Mktp US*RN8394UH1 Amzn.com/bill WA	-39.28	staff background ✓
3/18/2024	CBI ONLINE DENVER CO	-6	renewal
3/18/2024	ZOOM.US 888-799-9666 SAN JOSE CA	-172.22	
3/18/2024	AMZN Mktp US*R612G86S2 Amzn.com/bill WA	-68.74	
3/18/2024	SQ *TROJAHN TRADES LLC gosq.com CO	-200	Mailbox + signs
3/26/2024	AMAZON.COM*RA2TL5TW2 SEATTLE WA	-14.18	
3/26/2024	AMZN Mktp US*RA4FU5T92 Amzn.com/bill WA	-19.99	
3/27/2024	AMZN MKTP US*RA7859EK2 SEATTLE WA	-107.2	
3/27/2024	AMZN Mktp US*RH19W3DF1 Amzn.com/bill WA	-57.99	
3/28/2024	PAYMENT THANK YOU	161.87	
3/28/2024	PROKO SAN DIEGO CA	-95	tom class
3/29/2024	OTC BRANDS INC OMAHA NE	-103.6	Tinker Tots
3/29/2024	STEM SUPPLIES USD OWATONNA MN	-165.19	summer learning
3/29/2024	INTUIT *QBooks Online CL.INTUIT.COM CA	-45	
3/29/2024	INTUIT *QBooks Live CL.INTUIT.COM CA	-25	

credit card charges



Full Cash Requirements Report

February 26 to March 10, 2024

Payroll Type: Regular Address: PO Box 1259, Berthoud, CO 80513
Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$14,971.70
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$15,129.55

Debits Summary: Debit Date 2024-03-12

Total Direct Deposits	\$10,651.26
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$4,320.44
Total Debit	\$14,971.70

Liabilities Summary

Total Benefits (Employee and Company)	\$127.25
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$30.60
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$157.85



Full Cash Requirements Report

March 11 to March 24, 2024

Payroll Type: Regular Address: 236 Welch Ave, Berthoud, CO 80513
Accountant(s): Easytrack Payroll LLC

Total Cash Remitted By Gusto	\$15,158.69
Total Check Payments	\$0.00
Total Liabilities	\$157.85
Total Payroll	\$15,316.54

Debits Summary: Debit Date 2024-03-26

Total Direct Deposits	\$10,815.41
Total Reimbursements	\$0.00
Total Garnishments	\$0.00
Total Taxes (Employee and Employer)	\$4,343.28
Total Debit	\$15,158.69

Liabilities Summary

Total Benefits (Employee and Company)	\$127.25
Total Employee Garnishments	\$0.00
Total Other Deductions (Employee and Company)	\$30.60
Total Tax Liabilities	\$0.00
Total Company Liabilities	\$157.85

Current

CODE OF CONDUCT

The purpose of this policy is to ensure that all library users have an opportunity to safely enjoy BCLD's services, materials and facilities without interference or disturbance, and to provide a safe and secure workplace for staff.

When using the library building:

1. Treat library users and library staff courteously and follow standard library procedures.
2. Behave in such a way that would not reasonably disturb other library users or staff members. Examples of behaviors that could be disturbing are loud/boisterous conversations, obscene/offensive language, running, fighting, threatening and harassing behavior.
3. Refrain from any conduct that may endanger the health and safety of library users or staff or cause damage to library materials or facilities.
4. Shirts and shoes are expected attire. Wet bathing suits or clothing are not allowed.
5. Only service dogs and miniature horses as defined by the ADA, and animals featured in library sponsored or approved programs, are welcome in the library building.
6. It is prohibited to distribute leaflets, take surveys, collect signatures on petitions, solicit business, electioneer or campaign, or perform similar activities on library property.
7. Please keep personal belongings with you. BCLD is not responsible for any loss of personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted in the library building.
8. You agree that the library may inspect the contents of all bags, purses, briefcases, backpacks, etc.
9. Bicycles, skateboards, rollerblades and scooters must be kept outside.
10. Please use care and maintain a neat area when enjoying food or beverages. Beverages must be in closed or lidded containers.
11. You may be asked to limit the number of persons who sit together at a single table or computer.

12. Prohibited are openly carrying a knife, blade, firearm or other object that could be used as a weapon; carrying a concealed knife, blade or other object that could be used as a weapon; or, carrying a concealed firearm without a concealed firearm permit issued by the State of Colorado (inapplicable to law enforcement).
13. Use of alcohol (except when served at library events) is not permitted, and use of tobacco or vaping products is prohibited inside the library building or within 25 feet of the entrances.
14. Sleeping is not permitted.

Staff may ask users not cooperating with this code of conduct to leave the library building. All staff members have the authority to enforce this policy. Should a library user refuse to cooperate with a request to stop a behavior or to leave the building, the staff member may choose to call the police. If the police are called, the staff member who placed the call must fill out an Incident Report.

BCLD may pursue all legal remedies, including bringing criminal charges against any persons suspected of theft or vandalism of library property or materials, or of any violations on library property of federal, state or local laws, mandates, and ordinances.

Library users who disregard this code of conduct may be barred, either temporarily or permanently, from BCLD.

Adopted 9/24/09
Revised 7/13/16
Revised 12/5/18
Revised 12/1/21
Revised 10/12/22
Reviewed 11/8/23